

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Sydney Olympic Park Authority			
Location	Wentworth Common, Marjorie Jackson Parkway, Sydney Olympic Park. 2127			
Phone number	02 9714 7888 – Customer Service & Sales	Fax number	02 9714 7281	
Web address	www.sydneyolympicpark.com.au			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Technology Field based activities surrounding the natural and built environment of Wentworth Common. Activities include soil testing, play ground assessment, brick pit ring walk and water filtration experiments.	Stage 4 & 5 Age 12 to 16	Activities delivered by qualified Education Officers employed by Sydney Olympic Park Authority	Emergency Response	Sydney Olympic Park Authority staff carry two-way radios and mobile phones to summon emergency services via the Sydney Olympic Park Operations Centre.
			General	Safety briefing conducted for teachers and students by Sydney Olympic Park Authority staff at the commencement of the excursion. Minimum staff of one Education Officer + class teacher (2:30) will be enforced. The class teacher must be present with their class at all times during activities. Students must keep to the pathways at all times unless instructed otherwise by the Education Officer.
			Traffic on service roads	Speed limit enforced. Regular ranger patrols

			Cyclists on pathways	Students instructed to keep to left of path and warn other students if they see a cyclist approach. Safety signs in park warn cyclists to be aware of pedestrians. Rangers patrol
			Allergy	Students with known allergies should be identified to SOPA staff by the class teacher at the beginning of the excursion. These students will be kept away from their known allergens. Teachers will notify parents of potential allergy risks including pollen, grasses, dust and insects.
			Asthmatics	The class teacher will bring the asthma management strategy for each asthmatic to the excursion. Students (or the class teacher) will carry their prescribed relieving medication on the excursion. Asthmatic students will be identified to SOPA staff at the beginning of the excursion.
			Injuries caused by inappropriate use of equipment.	Students must observe equipment and safety instructions for all equipment and chemicals used during activities.
			Natural elements	Students to wear insect repellent, sun protection, long sleeves and bring appropriate rain wear
			Water hazards	Fences generally installed adjacent to pathways in areas where water is stored.
			Handling soil and water	Students provided with gloves when handling soil or water. Trowels and containers provided for water and soil collection. SOPA staff to provide safety instructions before commencement of activities that involve close contact with soil or water.
			Hand hygiene	All students and teachers attending an outdoor site are required to wash hands before eating. This removes any unintended contact material from water and soil.
			Spraying of insecticides and herbicides	At certain times of the year aerial spraying to kill mosquitoes is undertaken. These areas are closed to the public until spraying operations are completed. Areas where herbicides are applied are closed to the public until sprayed area is dried. Warning notices are erected near areas of spraying. Spraying is carried out according to the manufacturer's instructions and required standards by qualified staff.

				Spraying is not carried out in high winds to prevent the sprays carrying outside the intended areas.
			Natural elements	Students to wear insect repellent, sun protection, long sleeves and bring appropriate rain wear
			Trip hazards	Students must be aware of safety and take care when walking on paths, paving and grassed areas with uneven surfaces and protruding sprinkler heads.
			Equine hazards (major events only)	Horses are restricted to specific parts of this site. These areas are clearly signposted and SOPA staff will notify students if they are required to pass through an equine exercise area.
			Playground	Students are required to assess the playground. This will involve climbing and using the equipment. Students are briefed on using the equipment and what is expected of them.
			Crossing of road	Students are required to cross the road. All care is taken. Road will be clear of traffic both sides before students are grouped together to cross in one go. Education Officer will stand in middle of road as students cross.
			Elevated Brick Pit Ring Walk	Students are required to walk along a part of the brick Pit ring Walk. Both feet must be kept on the walking surface. Students are not permitted to climb or sit on railings. Student supervision must be diligent by School staff and Education Officer.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Shovels, trowels, watering cans, universal indicator, barium sulphate, buckets.	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	Students should supply their own sunscreen and plenty of drinking water. Lunch will need to be brought by students and Teachers
	Students should be encouraged to wear a hat and bring their own insect repellent.
	Students and their supervisors must wear comfortable, sturdy and closed footwear, and appropriate clothing for outdoor activity, including wet weather gear if raining.
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Sydney Olympic Park Authority staff deliver workshops and guided tours but teachers are responsible for student supervision.
	All Students will be briefed on safety procedures before undertaking an activity
	A student behaviour policy is available on the Sydney Olympic Park website
Access	<i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	<i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Child-related employment	<i>Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Department of Arts, Sport and Recreation</i>
	<i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200.</i>	